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## MU NewsLetter, December 10, 1992

Office of University Relations

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Dear Friends:

Nanna and I would like to take this opportunity to wish each of you a joyous holiday season and a happy, prosperous new year.

As the calendar year winds toward its close, I want to tell you how very much I appreciate the hard work and loyalty you have given Marshall University. I look forward to continuing to work with you as we prepare our university to meet the challenges which lie ahead.

Finally, Nanna and I want to thank you for helping to make our transition to Marshall and Huntington a pleasant and fulfilling experience.

Happy holidays!

Sincerely yours,  
J. Wade Gilley



# MU NEWSLETTER

MARSHALL UNIVERSITY • OFFICE OF UNIVERSITY RELATIONS • HUNTINGTON, WEST VIRGINIA 25755 • December 10, 1992

## Multicultural forum scheduled Jan. 13

Marshall University's fifth annual Multicultural Forum, "Gaining the Competitive Edge," will be held Wednesday, Jan. 13, from 10 a.m. to 3:15 p.m. in the Memorial Student Center Alumni Lounge.

This year's forum, featuring a local panel discussion and a national videoconference produced by the American Management Association, has been designed to meet

the needs of managers, executives and professionals who work in a multicultural environment, according to Richard Hensley, director of continuing education for Marshall University's Community and Technical College.

"Human resources professionals will find the program particularly valuable," said Hensley. "Minority graduate and undergraduate students planning business careers also will benefit from the forum."

Topics will include: "Obstacles to Gaining the Competitive Edge," "Comparing the United States to Europe and Japan," "How a Multicultural Work Force Can Improve Results," "Skills and Strategies for Improving Your Effectiveness in a Multicultural Work Environment," and "New Ways to Communicate in a Multicultural Work Place."

Dr. Chong W. Kim, chairman of Marshall's Management Department, will serve as moderator for the local panel.

Panelists will be Jean Dean, former director of administration and finance for the city of Huntington; Sheila V.

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## Check distribution set

Paychecks (except those for students) for the period ending Dec. 31 will be distributed from the Payroll Office, Old Main Room 205, on Thursday, Dec. 31, from 9 a.m. to 1 p.m., according to Sharon Rutherford, manager of payroll.

Entry to Old Main will only be available through the south entrance (adjacent to Northcott Hall).

Employees must show a university identification before checks can be released. If someone other than yourself will be picking up your check, you must notify the Payroll Office in writing prior to Monday, Dec. 21.

Student checks will be distributed from the Financial Aid Office, Old Main Room 124, from 9 a.m. to 1 p.m. on Thursday, Dec. 31.

If you wish to have your check direct deposited, a form must be completed in the Payroll Office no later than Friday, Dec. 18. Checks for employees who already have direct deposit will be deposited as usual.

Checks not picked up Dec. 31 will be distributed to departments through normal channels on Monday, Jan. 4.

## Bailey to be honored

The Student Affairs staff will host a reception honoring Dr. Nell C. Bailey, vice president and dean of student affairs, for her many years of outstanding service on Friday, Dec. 11, from 2 to 4 p.m. in the Memorial Student Center Alumni Lounge.

All faculty, staff and students are invited to attend the reception.

# Multicultural forum scheduled Jan. 13

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Jefferies, manager of human resources for BASF Industries in Huntington; David M. Porreca, director of Marshall University's Robert C. Byrd Institute for Advanced Flexible Manufacturing; Stephen G. Roberts, president of the West Virginia Chamber of Commerce, and Joseph L. Williams, former mayor of Huntington and president and chief executive officer of Basic Supply Company.

## Committee discusses faculty development

**(The following report on the Oct. 30 meeting of the Marshall University Faculty Development Committee was submitted by Steve Shuklian, secretary.)**

The minutes of the Oct. 23 meeting were amended to include the absence of Merle Thomas and then approved.

The first annual West Virginia Great Teachers Institute will be held June 28-July 2, 1993. The Board of Trustees will pay all costs of the institute and Marshall will pay travel costs for faculty selected to attend the institute. The BOT has allocated several slots to Marshall faculty.

Robert Rowe, Don Hall and Bowie Kahle will begin work on formulating a process for accepting applications from faculty and selecting finalists from among the applicants. Marshall must notify the BOT about who will be attending the institute by Feb. 1, 1993.

The committee began the process of planning faculty development activities for the rest of the academic year.

Virginia Plumley, Tim Balch and Marie Veitia will work on the possibility of printing a "Faculty Development Newsletter" to distribute to faculty members informing them about faculty development activities on and off the Marshall campus.

Other members will look into the possibility of bringing outstanding speakers in their fields to campus. Steve Shuklian will look into the possibility of co-sponsoring seminars, lecture series and other campus activities that would benefit faculty, students and staff at Marshall. The committee also will look into other potential projects.

The committee discussed adopting new procedures for accepting and evaluating Queen Fund applications.

The meeting adjourned at 2:50 p.m.

## Prize winner announced

Emerson G. Adkins, building service contest worker in residence services, was the vending machine prize winner for November, according to Karen Kirtley of the Auxiliary Services Office.

Adkins received a combination black and white television and AM /FM cassette player.

Lee Thornton, who has served as a CBS News White House correspondent, university professor and CNN producer, will be the moderator for the national AMA videoconference which will begin at 1 p.m.

The national program will include presentations by John P. Fernandez, president of Advanced Research Management Consultants and author of "Managing a Diverse Work Force" and "Survival in the Corporate Fishbowl"; Robert Hayles, vice president of cultural diversity for Grand Metropolitan Pillsbury, and other nationally prominent speakers.

There will be no registration fee for Marshall University students, faculty and staff. Lunch will be provided. Registration must be completed by Jan. 11. Continuing education credits will be available for participation in the program.

The forum is being partially funded as a university and community service by Marshall's offices of Multicultural Affairs and Continuing Education and The Marshall University Foundation.

To register or obtain further details contact the Continuing Education Office at Marshall University's Community and Technical College, 696-3113.

## Grad Committee meets

**(The following report on the Nov. 20 meeting of the Marshall University Graduate Committee was submitted by Frank S. Gilliam, secretary.)**

The meeting was held in Harris Hall Room 444 and convened at 1:05 p.m. by Lee Olson, chair.

Minutes of the Oct. 30 meeting were approved as written.

### **Credentials Subcommittee:**

Donna J. Spindel, chair, distributed several recommendations for decisions of graduate faculty status and moved (Bradford DeVos seconded) for acceptance. William D. McCumbee suggested a change in wording on recommendation sheet from "Full Professor" status to "Full Graduate Faculty" status. The motion passed.

Spindel moved (Gilliam seconded) to deny one applicant full graduate faculty status. The motion passed.

### **Curriculum Subcommittee:**

McCumbee, chair, distributed recommendations for course changes and moved for acceptance (DeVos seconded) of first three items concerning: 1. Course title changes; 2. Course title and description changes; 3. Approval of discontinuation of M.S. in Library Science Education. The motion passed.

McCumbee moved (Spindel seconded) to approve Graduate Catalog changes regarding graduate program in psychology. DeVos pointed to a lack of clarity in wording. The motion was defeated. DeVos moved (Michelle Gatti seconded) to approve stated changes, provided proper alterations are made to improve clarity. The motion passed.

The meeting adjourned at 1:35 p.m.

# Archaeological exhibit in Smith Hall

The Raymond E. Janssen and O. Norman Simpkins Collection, containing archaeological materials and artifacts collected and preserved by the two former Marshall University professors, is on permanent display in the College of Liberal Arts Office in Smith Hall.

The late Dr. Janssen, former chairman of the Geology Department who retired in 1969, received archaeological materials from colleagues, students and members of the community during his tenure at Marshall. These artifacts were used as teaching aids by Janssen and incorporated into the university's Geology Museum (presently the James Wall Geology Museum housed in James E. Morrow Library).

## Francis receives award

Huntington civic leader Nancy L. Francis received the Outstanding Volunteer Fund Raiser of the Year award from the West Virginia chapter of the National Society of Fund Raising Executives (NSFRE).

The first vice president of The Marshall University Foundation Inc., Francis was among those honored Friday, Nov. 20, at a banquet at the Edgewater Country Club, Charleston, in recognition of National Philanthropy Day.

Dr. Edward G. "Ned" Boehm Jr., executive director of the Marshall Foundation and MU vice president for institutional advancement, and Dr. Carolyn B. Hunter, assistant vice president, nominated Francis for the award.

Francis, who was inducted into the City of Huntington's Wall of Fame in October 1991, has devoted her life to service to others, Boehm and Hunter said in their nominating letter.

"She was instrumental in founding four landmark institutions in Huntington and has been continuously involved in fundraising campaigns for their support."

Among organizations with which Francis has played a leadership role, in addition to the Marshall Foundation, are Hospice of Huntington, the Huntington Museum of Art, United Way of River Cities, and Marshall's Society of Yeager Scholars.



**Nancy Francis**

## Faculty Senate to meet

Marshall University's Faculty Senate will meet Thursday, Dec. 17, at 10 a.m. in the lounge on the eighth floor of Smith Hall.

The agenda will include the following: approval of minutes of 11/12/92 and 11/19/92; presidential action on senate recommendations of 11/12-92 and 11/19/92; discussion with Steve Williams and Chuck Chambers concerning the HEAT report; report of the president; standing committee recommendations; ACF report; agenda requests for future meetings, and an executive session.

After Janssen's retirement, many of the original artifacts were packed away in cartons.

Simpkins, former chairman of the Sociology and Anthropology Department who retired in 1986, retrieved the boxes in the mid-1970s and safeguarded them until 1989 when he relinquished them to the department for study and exhibition.

Between 1990 and 1992, Darin McFarland, an anthropology graduate student, re-cataloged and analyzed the collection under the supervision of Dr. Nicholas Freidin, associate professor of anthropology.

"The collection offers glimpses of life in prehistoric times in regions stretching from our neighborhood in the middle Ohio River valley to distant, exotic places in Mesoamerica (Mexico and Nicaragua) and the southwestern Pacific (New Caledonia)," said Freidin. "It reflects the skills of prehistoric peoples and their relationship to the environment as they sought food, shelter and sources of aesthetic pleasure."

Freidin said artifacts on display represent the major phases of prehistoric occupation in our area.

Also on display are objects of unquestionable prehistoric origin from Teotihuacan ("the dwelling of the gods" in Nahuatl, the language of the later Aztecs), located northeast of Mexico City, and a scraper probably made by the Lapita people who settled in New Caledonia approximately 1500 B.C. and remained culturally distinct there until about A.D. 200.

"The collection is named in honor of the two professors whose foresight and dedication are responsible for preserving these products of antiquity for us to learn and wonder," explained Freidin.

## Employee achievements

Dr. AKHTAR LODGHER, assistant professor, and Dr. JAMES HOOPER, professor, of the Computer Science/Software Development Department, have had a paper titled "Using Ada for a Team Based Software Engineering Approach to CS1" accepted for publication and presentation in the proceedings of the 11th annual National Ada Conference on Ada Technology which will be held March 15-18 in Williamsburg, Va. LODGHER also will present a tutorial on "Teaching Ada as the First Programming Language Using the 'Hands On' Approach" during the conference.

QUEEN E. FOREMAN, director of human resources, presented a workshop, "Crisis Management Strategies," at the American Association for Affirmative Action Region VII Conference held Sept. 10 in Wichita, Kan. The conference theme was "Celebrating the Difference and Working for Transformation." She also presented a workshop on "Cultural Diversity" at the Equal Opportunity/Affirmative Action Conference held Oct. 27 at Oglebay Park in Wheeling. The annual conference was sponsored by the State College and University Systems of West Virginia.

Dr. JEFFREY D. MAY, assistant professor in the Department of Psychology, will present a paper on "The Role of the Teacher in the Classroom." (Continued on page 4)



# Marshall faculty and staff achievements

(Continued from page 3)

ment of Biological Sciences, co-authored a paper titled "Effects of Preventing Nutrient Resorption on Plant Fitness and Foliar Nutrient Dynamics" with Dr. Keith T. Killingbeck of the University of Rhode Island. The paper, published in the October 1992 issue of *Ecology*, is a study of the importance of nutrient changes that take place in leaves during autumn senescence.

ANNMARIE MERRITT, coordinator of student activities, and JAY WRIGHT, graduate assistant in student activities, presented a paper titled "Three Musketeers or Tasmanian Devil" at the regional conference of the National Association of Campus Activities held recently in Dearborn, Mich.

Dr. W. BLAKER BOLLING, professor of management, served as a session chair and a discussant for two papers at the annual meeting of the Southern Management Association held recently in New Orleans. He also was a referee for papers submitted in the Business Policy/Strategic Management and Operations Management areas prior to the meeting.

The Zeta Rho Chapter of the Alpha Kappa Psi professional business fraternity received first place in the eastern regional and national competition for the second consecutive year. The Marshall chapter is advised by Dr. W. BLAKER BOLLING, professor of management, and Dr. JOSEPH ABRAMSON, assistant professor of marketing.

Dr. DIANA STOTTS, associate professor of nursing, presented a paper on "Issues in Rural Health Care" to the West Virginia Student Nurses Association Oct. 17 in Beckley.

Dr. BONNIE DOUGLAS, professor of nursing, presented a research paper titled "Perceptions of Supervisors and Head Nurses Regarding the Preparation Needed for Functioning as a Head Nurse" at the West Virginia Nurses' Association 1992 Research Symposium held Nov. 12-15 at The Greenbrier.

The Department of Physics and Physical Science hosted the 1992 annual fall meeting of the Appalachian Section of the American Association of Physics Teachers Oct. 30-31. The Appalachian Section includes college and university faculty and high school teachers of physics in West Virginia, western Maryland and southeastern Ohio. Marshall faculty participating in the meeting were Drs. RICHARD J. BADY, ELWYN BELLIS, WARREN L. DUMKE, THOMAS J. MANAKKIL, RALPH E. OBERLY, NICOLA ORSINI and WESLEY L. SHANHOLTZER. Several invited and contributed papers were presented. OBERLY presented a contributed paper titled "Image Perception and Processing." DUMKE, president elect and program chairman, assumed the presidency of the Appalachian Section for the next year during the business meeting.

YETTA EVANS, CHARLIE RACER, MARSHA SIMMONS, STEPHANIE SMITH, VIRGINIA CAMPBELL-TURNER and SHIRLEY WHITLOW represented Marshall University's purchasing staff at the first seminar and trade show for minority- and women-owned businesses held at the MU Research and Economic Development Center Nov. 18. Participants had the opportunity to learn about various governmental purchasing practices. The program

was hosted by the MU Purchasing Office.

CONNIE McKENY, JAMES McKENY, MARSHA NAPIER, ROWENA NAPIER and JAN WEECE, representatives of the Association of Involved Marshall Employees, attended the West Virginia Higher Education Leadership Conference sponsored by the Communication Workers of America Local 2054 at Jackson's Mill Nov. 6-8. They participated in professional development seminars and political action training.

JANE F. WELLS-BRECKINRIDGE, associate professor of English, had an article titled "The Maze Family of Greenbrier County (West Virginia): A Century of Land Claims and Lawsuits" published in the 1992 *Journal of the Greenbrier Historical Society*.

Dr. AKHTAR LODGHER and Dr. HISHAM AL-HADDAD, assistant professors in the Computer Science/Software Development Department, attended the annual TRI-Ada '92 Conference held Nov. 16-20 in Orlando, Fla. TRI-Ada is the largest international conference and exposition devoted to the business of Ada and the current trends in Ada technology.

Dr. DANNY FULKS, professor of education, was recognized by his alma mater, Rio Grande College, on Nov. 21. His article for *Timeline*, a journal of the Ohio Historical Society, on the story of Bevo Francis was noted by former coach Newt Oliver as "the best account ever written" on the famous Rio Grande basketball team of 1952-54. FULKS was introduced and presented a silver medallion. Copies of *Timeline* with his article were presented to all former team members in attendance.

JUDI HENNEBRY WISE, Dr. CRAIG MONROE and Dr. LAWRENCE WHEELESS, professors of communication studies, have been informed that their study, "Organizational Stories, Storytellers, and Storytelling: An Extension of Cultural Perspectives" was the top-ranked paper in the Organizational Communication Division and is scheduled for presentation to the Joint Convention of the Central and Southern Communication Associations in Lexington, Ky., in April. The study is an extension of WISE's thesis.

A paper titled "Acute renal and hepatic toxicity of 2-haloanilines in Fischer 344 rats" by MONICA A. VALENTOVIC, JOHN G. BALL, DIANNE K. ANESTIS, KELLY W. BEERS and GARY O. RANKIN of the Department of Pharmacology; ELIO MADAN of the Department of Pathology, and JOHN L. HUBBARD of the Department of Chemistry was published in *Toxicology* (75, 1992, pages 121-131).

Dr. GARY O. RANKIN and Dr. MONICA A. VALENTOVIC of the Department of Pharmacology presented two papers at the fourth North American International Society for the Study of Xenobiotics meeting held Nov. 2-6 in Bal Harbour, Fla. The paper, "In Vitro and In Vivo Nephrotoxicity Induced by Aminophenols and their Chlorinated Derivatives," was co-authored by KELLY W. BEERS, DEREK W. NICOLL, JOHN G. BALL and DIANNE K. ANESTIS of the Pharmacology Department and JOHN L. HUBBARD of the Chemistry Department. The paper, "2-Chloroaniline (2-CA) Toxicity: Sex Differences in Fischer 344 (F344) Rats," was co-authored by JOHN G. BALL, DIANNE ANESTIS and JOHN HUBBARD.

# Video shows math/science importance

Marshall University has produced and distributed a motivational videotape designed to show students the importance of studying math and science, according to Dr. Virginia Plumley, professor of instructional technology at Marshall.

"Outstanding West Virginians in Math and Science" was produced and directed by Plumley with financial assistance from a Dwight D. Eisenhower Math and Science in Education Grant.

Students in several middle schools were surveyed and asked to submit questions they would pose if given the

opportunity to interview outstanding West Virginians in the fields of math and science.

Plumley developed the script and narration from the questions submitted by the students. Eight West Virginians who majored in math or science and represent a variety of professions and backgrounds participated in the program.

Featured in the tape are: Wren Wilson, a civil engineer for the U.S. Army Corps of Engineers; Drs. Thomasena and Bruce Redd, professors of biology at Alderson-Broadus College; Dr. Libby Frye, professor of math at Fairmont State College; Diane Furman, math and science coordinator for the Marion County Board of Education; Lloyd Smith, account marketing representative for IBM; Denise Baisden, flight surgeon for NASA in Houston, Texas, and music producer Jay Edwards.

Topics of discussion range from how math and science are used in music production to the importance of keeping the environment clean.

"The primary purpose for the tape is to motivate students to study math and science," said Plumley. "Ordinarily students' attitudes toward math and science are formed during middle school years. That's why we focused on fifth- through eighth-grade students.

"The basic premise behind the production was to get the students' attention early enough to show them that many people have had difficulty with these subjects," Plumley explained. "Younger students also will benefit from viewing the tape and although ninth- and 10th-grade students may have missed out on some of the basics of math and science, it is not too late for them to take more of an active interest."

Copies of the 20-minute tape, along with an instructor's guide and profile of those featured in the program, were sent to each West Virginia county board of education, the eight state Regional Education Services Agencies (RESA) and several colleges and universities.

To obtain further details contact Plumley at Marshall University, 696-2904.

## Excused absences...

Absences have been excused by the respective college deans for the following:

Oct. 29-Nov. 2--Tina Snyder, Leslie Thacker Sperry.

Nov. 11-15--Brad Williamson, Chuck Miller, Cameron Smith.

Nov. 12-15--Catherine Darves, Marsha Dearing, Philip Haynie, Keely Kingery, Kip Jevan Main, Lori L.H. Pace, Stefony Taylor.

Nov. 18-19--Jenny Meredith.

Nov. 19-22--Brad Williamson, Paul Swann, Allison Fisher, Nerissa Young, Matthew Turner, Michael Belcher, Emilie Burch, Maureen Johnson, Kevin Melrose, Ana Menendez, Kevin Ours.

Nov. 19-23--Sally Carter, Marlene Price, Virginia Kayser, Heidi Flinn, Catherine Sansom, Amy Harmon, Hattie Andrews, Melissa Limle, Lisa Mills, Dawn Dixon, Leslie Jackson, Tammara Carter, Amy Roach, Melissa Jenkins, Angie Grant, Melissa Mahaney, Ruth Hurley, Angela Banning, Valerie McSparin, Joseph Gardner, Jason Hale, Sid Cooper, Kevin Allison, Sam Huntz, Jim Ferguson, Todd Osborne, Steven Tackett, Michael Smith, Adam Napier, Sean Back, Dave Peyton, Keith Sarver, Anthony Hensley, Susan Petryszak.

Nov. 20-21--Michael Ross, Kara Burchett, Greg Gelting, Ed Roach, Rebekah White.

Dec. 2-6--Jenny Meredith.

## Software available

DisplayWrite 3 and 4 software and documentation are available for transfer to Marshall University departments, according to Marjorie Keatley of the Marshall University Office Technology Division.

To obtain further details contact Keatley in the Office Technology Division, Corbly Hall Room 420, 696-3062.

## Tailgate party planned

Marshall University's Alumni Association and the Huntington Rotary Club will sponsor a pre-game tailgate party prior to the NCAA Division I-AA championship football game on Saturday, Dec. 19, from 10:30 a.m. to noon at the Lefty Rollins Track.

The cost will be \$5 per person. To obtain further details contact Shirley Henson in the Marshall University Alumni Affairs Office, 696-2523.

## Center to hold open house

The Autism Training Center at Marshall University, located in Old Main Room 316, will hold an open house on Friday, Dec. 11, from noon to 5:30 p.m.

In conjunction with National Autism Awareness Week being observed Dec. 7-13, the center will show a variety of videotapes dealing with autism throughout the afternoon, according to Dr. Barbara Becker, director of the center.

An awards ceremony will be held at 4 p.m. Appreciation awards will be presented to Cabell County Delegate Steve Williams and Kanawha County Delegate Sharon Spencer.

Dr. Ruth Sullivan, director of the Autism Services Center in Huntington, will make a presentation titled "Autism: How We Got Where We Are" at 4:15 p.m. Her presentation will be followed by a discussion period.

Staff from the Autism Training Center will be available to answer questions during the open house. Light refreshments will be served.

To obtain further details contact Wanda Wells at the Autism Training Center, 696-2332.

# Recommendations approved by senate

(The following report on the Nov. 19 meeting of the Marshall University Faculty Senate was submitted by Dr. Christopher Dolmetsch, secretary.)

Faculty Senate President Robert Sawrey called the meeting to order at 4 p.m.

The minutes of the Oct. 29 meeting were approved without discussion or amendment. The minutes of the special senate meeting on Nov. 12 were corrected and approved without amendment.

## Announcements:

1. Marshall University President J. Wade Gilley approved or noted as "read" all recommendations from the previous senate session. 2. Upon a motion by Brozik (seconded by Wilkinson) the time for the meeting on Dec. 17 was set at 10 a.m. The motion was approved.

3. Dr. Sarah Denman, assistant vice president for academic affairs, reminded all faculty that nominations for the Moffat Distinguished Lectureship were due in her office by Dec. 4.

4. Due to an unfortunate oversight, faculty were informed of the interview of the first candidate for the position of dean of student affairs somewhat belatedly. For all further candidates, interview information will be announced in a timely fashion. 5. There will be five positions guaranteed for Marshall University sophomores and juniors at a special Hampton (Va.) University summer institute in fields including mathematics, business, computer science and engineering. To qualify, students should be from low-income, first generation college, or under-represented groups.

6. Senator Brozik, chair of the President's Special Committee on Equipment, reported that the committee met and will use the requests already submitted as a base for equipment grants. Criteria for final selections will be completed soon and decisions will be rendered in early December.

## Report of the President:

Dr. Gilley briefly reported on four items: 1. Equipment purchases; 2. Approval of the Ph.D. in Biomedical Sciences and the positive North-Central Accreditation Report; 3. The Research and Economic Development Center audit; 4. Recent fund raising activity.

There were no questions or comments following the report.

## Suspension of Agenda:

Brozik moved (Duke seconded) the suspension of the agenda to reconsider the revised Executive Policy Bulletin #3. The motion to suspend was approved.

Spatig moved (Milicia seconded) adoption of the revised policy. The motion was approved without discussion. The Executive Committee of the Faculty Senate was instructed to meet after the regular meeting to name faculty representatives to the new Committee on Student Media.

## ACF Report:

Bert Gross, Advisory Council of Faculty representative,

discussed the ongoing planning of the "West Virginia Higher Education Coalition." There appears to be a need for a statewide organization to speak for higher education with a unified, single voice.

The current proposal includes hiring Steve Haid, former state secretary for arts and education, to represent our interests to the Legislature. Funds for this would be raised through full and associate memberships in the organization. A statewide meeting to discuss this further was to be held Dec. 9 at Institute.

## Standing Committee and Other Recommendations:

Recommendations #168, #169, #170-174, #176, #178-179, #183-193, #195 and #175 were approved.

Recommendation #177 was moved by Milicia, seconded by Shanholtzer, and by amendment (Gross, seconded Mewaldt) editorial changes occurred adding "s" to Communication under JRN 404/504, and the word "Mass" before Communications under SPH 436/536. The amendment was approved. The amended motion was approved.

Recommendation #180 was moved by Shanholtzer and seconded by Tarter. An editorial amendment by Anderson, seconded by Dolmetsch, deleted the words "may be validated" from paragraph 2, line 4. The amendment was approved. After considerable discussion concerning parts of the statement itself, it was noted by the president and the parliamentarian that further changes in the document itself were out of order. Since several senators felt some changes in the text would be appropriate, a motion to return the policy to committee was made by Abramson, seconded by Guyer, and approved.

Recommendations #181, #182, #194 and #196 were approved.

Recommendation #197 was moved by Guyer and seconded by Sporny. After some discussion as to the exact nature of the thesis form in question, it was moved by Anderson and seconded by Shanholtzer that this item be returned to committee for clarification. The motion to return the recommendation to committee was approved.

Recommendation #198 was moved by Guyer and seconded by Sporny. The recommendation was vigorously debated. Questions concerning the nature of modern electric typewriters with built-in memory; lending personal computers so as not to be in violation of the precise wording of the policy; the availability of departmental computers for testing; the need for a university-wide policy, and the nature of the comprehensive exams themselves were brought forth. Despite suggested changes in wording, it was apparent no satisfactory policy statement could be found and the motion was unanimously defeated.

Recommendation #199 was approved.

The meeting adjourned at 5:06 p.m.



# University System of West Virginia

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A. Michael Perry  
Chairman

Charles W. Manning  
Chancellor

## MEMORANDUM

**TO:** University System Classified Employees  
**FROM:** Charles W. Manning, Chancellor  
**DATE:** November 20, 1992  
**SUBJECT:** New Classification Structure

After approximately 15 months, the classification and compensation project is on schedule and proceeding according to the original work plan. A recommended plan will be given to the Board of Trustees at their December 11th meeting and a review period will begin after that date. In February, the Board will make recommendations to the Legislature and will conduct an additional review following the legislative session. Recent developments include the following:

1. The old job titling structure had over 1,200 titles. These titles varied somewhat in use across the various institutions. The new structure will contain approximately 750-800 titles, which will provide for a better integrated and coordinated approach to characterizing positions in the higher education system. All institutions will classify their positions into this new structure, thus providing for a higher degree of uniformity in classification.

2. Job titles are organized by job family and more clearly outlined to provide staff with a clear perspective on career paths. For example, instead of the old career sequence of Secretary I-IV, there is a hierarchy consisting of Office Assistant, Secretary, Administrative Secretary, Executive Secretary, and Staff Associate, with a detailed specification of duties, responsibilities, knowledge, and experience requirements for each. Similarly, jobs will also be differentiated, where appropriate, by supervisory responsibility. For instance, the job series of Carpenter I, Carpenter II, and Supervisor of Building Trade's follows a sequence that goes from line worker to lead worker to supervisor.

3. All job titles are being evaluated according to the 12-factor job evaluation plan, using the Position Information Questionnaire which all employees completed. All jobs have been reviewed three times by the multi-institutional Job Evaluation Committee and the Human Resource administrators of each institution. The jobs will be reviewed twice again before they are communicated. The job evaluation process makes extensive use of comparative review of jobs, that is, comparing all jobs to each other. This will ensure equitable treatment of positions within and across all the institutions.

4. A detailed market analysis has been performed, which indicates that the average West Virginia higher education classified employee is being paid at about 84 percent of the average for similar positions in the appropriate market. Obviously some individuals receive salaries that are closer to the market average than this and some are paid at less than the 84 percent average for all employees.

5. Each pay grade in the new structure will have prescribed minimum, midpoint, and maximum values. The placement of jobs into the various grades is based on a mathematically-validated process which uses the results of the job evaluation plan and the market analysis to establish an internally fair value for each job as compared to all of the other jobs in the higher education system.

6. Policies are being developed to maximize the equity and integrity of the new program in its future administration. A major element of these policies will be a multi-institutional group to review all job evaluations and grade placements that take place in a given year. This review process will ensure consistent administration of the job evaluation plan in order to maintain the integrity of the classification system.

7. The new classification program will be audited in three years by William Mercer, Inc., to ensure that it is being operated in the manner agreed upon at its implementation. This audit will review job analysis, market position, policy application, etc., and will provide detailed counsel on required program adjustments that may be needed.

8. A variety of pay policy decisions are under review by the Project Oversight Committee. Issues such as merit pay, geographical differential pay, range penetration adjustment within the pay grade, promotional increases, and upgrade increases are being assessed to assure fair treatment of staff. When drafts of proposed policies are available for review by the governing boards, copies will be provided for comment.

9. It is proposed that certain statutory changes be made to accommodate the new system. For example, the new salary schedule would not be part of the code. The pay schedule will be reviewed each year by a Compensation Review Committee, which will recommend changes in minimum, mid-point, and maximum values of the pay grades to keep the program up-to-date with market conditions.

Thank you for your patience and understanding as this very complex project is completed and implemented. I will keep you informed.



# Program reviews approved by committee

(The following report on the Nov. 19 meeting of the Marshall University Academic Planning Committee was submitted by Peggy Baden, secretary.)

Blaker Bolling chaired the meeting. A quorum was not present; therefore the subcommittee made recommendations without a vote from the committee.

## Minutes:

Suggestions were made for the Nov. 12 minutes as follows:

### A.A.S. in Accounting:

Josephine Fidler and Ralph Oberly made a motion to continue the program at the current level of activity.

### A.A.S. in Banking and Finance:

Kay Wildman and Paul Balshaw made a motion that the program be continued at the current level. Motion carried.

Under A.A.S. in Legal Assistant, it should read "...with concern about part-time and full-time faculty ratios."

The minutes will be voted on at the next meeting.

## Program Reviews:

### B.A./B.S. in Geography and M.A./M.S. in Geography:

Ralph Oberly and Josephine Fidler reviewed these programs. Oberly made the motion to continue the program at the current level but with concerns about budgeting. The motion carried.

### B.A. in Finance:

Oberly and Fidler reviewed this program. Oberly made the motion to continue the program at the current level with concerns about budgeting. The committee discussed that many programs listed funding deficits but recom-

mended that the program be continued at the current level.

### B.B.A. in Economics:

Glenn Smith and Larry Froehlich made a motion to continue the program at the current level.

### B.B.A. in Business Information Systems:

Smith and Froehlich made a motion to continue the program at the current level.

### B.A. in Economics:

Blaker Bolling reported for Kay Wildman and Paul Balshaw. The committee recommended the program be continued at the current level.

### B.A./M.A. in Political Science:

Bolling reported for Wildman and Balshaw. The committee recommended the program be continued at the current level.

### B.A. in Sociology:

Mildred Bateman recommended to continue the program at the current level with the restoration of a faculty position. The anthropology track warrants investigation to increase funding.

### M.A. in Sociology:

Bateman recommended to continue the program at the current level. There was some concern about student enrollment.

### B.B.A. in Management:

Bateman and Robert Saunders reviewed this program. Bateman recommended to increase resources.

### B.A. in History:

Bolling reported for Protip Ghosh on this program. Ghosh recommended that this program be continued at the current level.

### B.B.A. in Accounting:

Bolling reported for Shirley Lumpkin and Michael McArtor who recommended the program be continued at the current level.

### B.A. in International Affairs:

Bolling reviewed this program. He recommended that the program be continued at the current level. Bolling reported that he had some concerns about the structure of the program and the fact that there is only one person in this program.

### B.B.A. in Marketing:

Bolling reported that this program be continued at the current level.

Bolling will forward a memo to Sarah Denman regarding the subcommittee recommendations.

The meeting adjourned at 5:15 p.m.

## Library schedule set

Marshall University's James E. Morrow Library will observe the following schedule during December, according to Josephine Fidler, director of libraries:

Friday, Dec. 11--7:45 a.m. to 7 p.m.; Saturday, Dec. 12--10 a.m. to 7 p.m.; Sunday, Dec. 13--1 to 11:30 p.m.; Monday, Dec. 14--7:45 a.m. to 11:30 p.m.; Tuesday, Dec. 15--7:45 a.m. to 10:30 p.m.

The library will observe administrative hours (8 a.m. to 4:30 p.m. Monday through Friday and closed on weekends) beginning Dec. 16.

## Letter of appreciation

Dear Marshall Faculty and Staff:

The family of Alfred P. Lanegger acknowledges with deep appreciation your kind expression of sympathy.

I appreciate your thoughtfulness in sending the lovely basket of plants and chrysanthemums in memory of my dear husband.

Sincerely,  
Adrienne M. Lanegger

## AIME party planned

The Association of Involved Marshall Employees will hold a Christmas party on Dec. 18 beginning at 5:30 p.m. at the District 1199 Union Hall, 1323 Eighth Ave., according to Marsha Napier, administrative aide in the College of Liberal Arts.

The party is being held in conjunction with a social at the District 1199 Union Hall. Current members and their guests are invited to attend.